

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_ Extension: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Employee (if applicable): \_\_\_\_\_

Reports to: (Name and Position): \_\_\_\_\_

**Job Profile Summary:** Summarize the primary purpose of the job in three to four sentences.

*This job profile template captures the typical major functions performed by employees in specific positions with this title. The specific duties and percentages of time may vary. However, most of the major job description functions should apply. Additionally, the minimum Education and Experience requirements are standardized across the organization.*

**Job Description:** List up to seven essential functions (major responsibilities) of the job in the space below, indicating the approximate percentage of time spent on each function during a year. List the function with the highest percentage of time first. Please use a verb to begin each sentence. Only duties representing at least 5% -10% of time should be noted. **Total % of time spent must equal 100%.**

Example:

Function 1: Administers major projects X, Y and Z by doing A, B and C. Estimated time: 50%

Function 2: Oversees related budgets flagging variances. Estimated time: 30%

Function 3: Develops and implements communication plan doing D and E. Estimated time: 20%

**Job Description:**

A large, empty rectangular box with a thin black border, intended for writing a job description. It occupies the majority of the page below the 'Job Description:' header.

**Additional Job Description:** Physical/environmental Demands: Please indicate whether physical and/or environmental demands are required to effectively handle the job's responsibilities. If so, please specify them, e.g. "requires the ability to drive; requires the ability to lift 45-50 pounds frequently; exposure to outdoor weather during all seasons, etc."

Check one:

- Office environment/no specific or unusual physical or environmental demands.
- Specific physical requirements and/or environmental exposures are an essential part of the job. Please describe below.

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**Job Requirements:**

*Note: The requirements are not necessarily the qualifications of the employee in the job.*

Indicate the minimum level of education generally necessary to effectively perform the job's essential functions. Please cite only one required educational level and one preferred level (if applicable). \_\_\_\_\_

Required education: \_\_\_\_\_  
High School diploma or GED, Associate's degree or vocational/technical school degree, Bachelor's degree, Master's degree, Doctoral degree. Indicate the field of study if applicable.

Preferred education: \_\_\_\_\_  
High School diploma or GED, Associate's degree or vocational/technical school degree, Bachelor's degree, Master's degree, Doctoral degree. Indicate the field of study if applicable.

Can some work experience be substituted for education? \_\_\_\_\_

Indicate the minimum level of **related work experience** generally necessary to effectively perform the job's essential functions. Please cite only one experience level.

- 0-1 years       1-3 years       3-5 years       5-8 years
- 8 or more years       10 or more years       other \_\_\_\_\_

Indicate the minimum level of **supervisory experience** generally necessary to effectively perform the job's essential functions. Please cite only one supervisory experience level on the line below.

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Please note any additional requirements, such as skills, certifications or licenses or additional types of experience.

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**Additional Information:**

Supervisory responsibilities:

Specify whether the employee has responsibility to undertake or direct employment actions, e.g., hiring, termination, corrective action and performance reviews.  Yes  No

Notes:

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Accountability: For most of the essential functions of the job (major responsibilities from page 2), what is the level of performance required of the position- the standard for the role, and what quantitative metric do you use to hold employees in the role accountable to said standard?

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Additional information: Please provide any additional information about the important features or requirements of this position. This may include typical decisions made by this position, etc. or any aspect of the job not captured above.

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*EEO disclaimer: We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, ethnicity, sex, pregnancy, sexual orientation, gender identity/expression, including transgender identity, religion, disability, age, genetics, active military or veteran status and any other characteristics protected under applicable federal or state law.*